

(7) OFFICE OF PROTECTIVE SERVICES

(a) MISSION. The office serves as the focal point for policy formulation, oversight, coordination and management of the Agency Protective Services, fire and security services, counterintelligence (CI), counterterrorism (CT), emergency management planning, and continuity of operations functions.

(b) OVERALL RESPONSIBILITIES. The Assistant Administrator (AA) for Protective Services reports to the Associate Administrator for Mission Support Directorate.

(1) Specifically, the AA for Protective Services:

(a) Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

(b) Manages the office functions by reducing institutional risk to missions.

(c) In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the Chief of Protective Services or the Chief of Security (whichever is the more senior position) at each Center and assesses their performance. Provides written evaluations of the Chief of Protective Services and/or the Chief of Security at each Center, which shall be included in the individual's annual performance appraisal.

(d) In concurrence with Center Directors, determines the appropriate staffing complement for Center security offices.

(e) Develops Agency-wide policies, strategies, programs, and processes and oversees Agency-wide implementation and integration of NASA Protective Services responsibilities and functions.

(f) Serves as the senior security, counterterrorism, counterintelligence, program protection, and emergency management and response advisor to the Administrator.

(g). Provides executive management security and program protection policy direction and requirements and ensures, through Agency-wide advocacy, that adequate resources are identified and committed to the security program.

(h) Develops and implements NASA initiatives to detect, deter, and neutralize acts involving espionage, intelligence activities, cyber intrusions, sabotage and/or terrorist activities conducted for or on behalf of foreign powers, organizations, or persons.

(i) Provides central oversight for all communications security (COMSEC) and national security information systems within NASA, including accreditation of IT systems processing classified information, and serves as NASA's liaison with the National Security Agency, Department of Defense, and the intelligence community for processing national security information.

(j) Coordinates, manages, and directs the Counterintelligence/Counterterrorism Program Agency wide, including analysis, investigations, liaison, training, and oversight of counterintelligence resources.

(k) In partnership with the OCIO, who is responsible for the protection and enforcement of sensitive but unclassified (SBU) information that is in electronic forms (i.e., in computer systems), jointly formulate policy for the protection of SBU information. The Office of Protective Services will be responsible for the protection and enforcement of SBU information that is not in electronic format.

(l) Provides Agency-central service for the operation of the Sensitive Compartmented Information program and security management of NASA Special Access Programs.

(m) Coordinates with the intelligence community regarding analysis centered on identifying threats to NASA and coordinating Agency technical support to the intelligence community during times of emergency.

(n) Provides Agency central service for the adjudication of clearances for national security positions.

(o) Provides central oversight for all emergency management, response, and continuity of operations programs and initiatives designed to ensure NASA is prepared to respond to all emergency situations (fire, security, law enforcement, and emergency management) that would affect NASA missions and infrastructure or those affecting external agencies (including the Department of Defense, the Department of Homeland Security, including the Federal Emergency Management Agency) with which NASA has support responsibilities under the National Response Plan.

(p) Provides program management for development and implementation of the NASA Foreign National Visitor Program and systems management and administration of the NASA Foreign National Management System.

(q) Ensures statutory, regulatory, and fiduciary compliance for the Office of Protective Services.

(r) Monitors program performance, as well as effectiveness and efficiency of programs and processes within the purview of the Office of Protective Services.

(s) Oversees reporting for activities within the purview of the Office of Protective Services as required by Congress, the Office of Management and Budget, and other external bodies.

(t) Provides direction, oversight and funding for the NASA Protective Services Training Academy (NPSTA). Serves as the approval authority for NPSTA policies, standards, curriculum, and operations.

(c) **SPECIAL RELATIONSHIPS.** The AA for Protective Services:

(1) Is the senior security, counterterrorism, counterintelligence, and emergency management and response advisor to the NASA Administrator.

(2) Represents NASA on national-level policy-making groups for security and emergency management.

(3) Serves as NASA's principal representative to the National Security Agency, Central Intelligence Agency, National Reconnaissance Organization, Federal Bureau of Investigation, Department of Defense, Federal Emergency Management Agency, and Department of Homeland Security, on issues related to security, intelligence, CI/CT, national security systems, emergency management, and NASA R&D efforts related to Emergency Management and Response and Critical Infrastructure Protection Program.

(4) Maintains liaison and establishes working relationships with counterparts in other Government agencies and industry and ensures coordination with the NASA Office of Inspector General on suspected or actual criminal violations and issues of mutual concern, as appropriate.

(5) Coordinates with the OCIO on IT security and cyber CI issues.

(6) Serves as an extended member of NASA's Mission Support Council.

(d) **LINE OF SUCCESSION.** In the following order: Deputy Assistant Administrator; Director, Security Management Division; Director, Safeguards Division; and Director Counterintelligence/Counterterrorism Division.